

## EXECUTIVE COMMITTEE MEETING August 3, 2021 — MINUTES

### Committee Members

#### Present

Mary Durham, Council Chair  
Gladys Cortez  
Robert Schier III  
Lora Taylor

#### Committee Members Absent

Kimberly Blackmon

#### Council Members Present

Ronnie Browning  
Randell Resneder  
Eric Shahid

### Guests Present

Kyle Cox  
Cynda Green  
Laura Marquez  
D Reyes

### Regional Coordinators

#### Present

Morgan Bradley  
Rosa Guel  
Skyler Mueller  
Shelby Vaughn

#### Staff Present

Beth Stalvey, Executive

### Director

Scott Daigle  
Robert Garcia  
Lauren Gerken  
Sabrina Gonzalez  
Stacey Kaleh  
Genessee Klemm  
Linda Logan  
Evan Marczynski  
Sylvia Medina  
Richard Rendon  
Mary Rochford  
Fernando Rodriguez  
Rey Valldejuli  
Koren Vogel  
Rosalin Willis

### **Call to Order**

Pursuant to the Governor's March 16, 2020 suspension of certain provisions of the Texas Open Meetings Act, the Executive Committee of the Texas Council for Developmental Disabilities met virtually using the Zoom platform on Tuesday, August 3, 2021. Council Chair Mary Durham called the meeting to order at 12:05 PM. A quorum was present.

#### **1. Introductions**

Committee members, staff and guests were introduced.

#### **2. Public Comments**

No public comments were offered.

#### **3. Consideration of Minutes**

The minutes were reviewed, and no additions or corrections were noted.

**MOTION:** To approve the minutes of the May 4, 2021, Executive Committee meeting as presented.

**MADE BY:** Lora Taylor

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 1)

4. **TCDD Quarterly Financial Report**

TCDD Director of Budget and Finance Rey Valdejuli reviewed the Summary of Funds for FY 2018 – FY 2022 and explained the new format of the reports. He noted that FY 2018 has been closed out and this is the last quarter that FY 2018 funds will be reported. Valdejuli clarified the operating expenses and total grant expenses showing amounts obligated for each year. He also reviewed the stipend expenditures and individual expenses from current grantees.

5. **FY 2022 Operating Expense Budget**

Valdejuli presented the proposed FY 2022 Operating Expense budget in the amount of \$2,349,102 which is \$24,507 less than FY 2021. He reviewed variances in salaries and benefits as well as professional services. He also reported an assessment of expenses and identified ways the agency plans to save from prior years.

Executive Director Beth Stalvey reported that the initial request for funding from Congress for the network of DD Councils increased for FY 2022 by \$9.4 million and passed through the first committee hearing. If approved at that amount, TCDD would expect a significant increase from FY 2021 funding. TCDD is also expecting additional FY 2021 funds reallocated from Puerto Rico.

Stalvey also noted that the TCDD offices have not been updated in more than 10 years. An evaluation of the space was completed with a proposed reconfiguration to allow for more accessible workspaces for staff and visitors, and this could be done for approximately \$45,000 if funding is available. Executive Committee members were in consensus that this should be completed.

**MOTION:** To recommend Council approval of the FY 2022 Operating Expense budget in the amount of \$2,349,102.

**MADE BY:** Lora Taylor

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 3)

6. **Continuation Grant Awards**

Chair Durham read a statement regarding Conflict of Interest prior to the consideration of continuation funding for grant projects, reminding members, staff, and guests to excuse themselves from the conversation if a conflict of interest exists.

Grants Management Director Rosalin Willis, along with Grants Coordinators Robert Garcia Sylvia Medina, and Richard Rendon, presented the executive summaries for 11 projects to be considered for continuation grant funding.

**MOTION:** To approve up to \$150,000 in continuation grant funding to The Arc of Texas for the third year of a five-year Advanced Leadership Training for Professionals project.

**MADE BY:** Robert Schier III

**SECOND:** Lora Taylor

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 4)

**MOTION:** To approve up to \$150,000 in continuation grant funding to Texas Tech University for the third year of a five-year Advanced Leadership Training for Professionals project.

**MADE BY:** Lora Taylor

**SECOND:** Robert Schier III

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 4)

**MOTION:** To approve up to \$125,000 in continuation grant funding to Educational Programs Inspiring Communities (EPIC) for the fifth and final year of a Youth Leadership Development project.

**MADE BY:** Lora Taylor

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 4)

**MOTION:** To approve up to \$124,533 in continuation grant funding to Mounting Horizons for the fifth and final year of a Youth Leadership Development project.

**MADE BY:** Robert Schier III

**SECOND:** Lora Taylor

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 4)

**MOTION:** To approve up to \$111,058 in continuation grant funding to the SAFE Alliance for the fifth and final year of a Youth Leadership Development project.

**MADE BY:** Lora Taylor

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 4)

**MOTION:** To approve up to \$85,000 in continuation grant funding to Texas State Independent Living Council for the fourth year of a five-year Leadership Development and Advocacy Training in Rural Areas project.

**MADE BY:** Lora Taylor

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 4)

**MOTION:** To approve up to \$125,000 in continuation grant funding to Texas State Independent Living Council for the fourth year of a five-year Peer Support Specialists for Individuals Living in Institutions project.

**MADE BY:** Lora Taylor

**SECOND:** Robert Schier III

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 4)

**MOTION:** To approve up to \$100,000 in continuation grant funding to Literacy United for the third year of a four-year Reading for All (New Initiatives) project.

**MADE BY:** Gladys Cortez

**SECOND:** Lora Taylor

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 4)

**MOTION:** To approve up to \$100,000 in continuation grant funding to Texas Parent to Parent for the third year of a four-year Transition Centers (New Initiatives) project.

**MADE BY:** Gladys Cortez

**SECOND:** Lora Taylor

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 4)

**MOTION:** To approve up to \$77,514 in continuation grant funding to Texas Tech University for the final year of a three-year Sexual Health Education project.

**MADE BY:** Robert Schier III

**SECOND:** Gladys Cortez

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 4)

**MOTION:** To approve up to \$60,000 in continuation grant funding to Association of Texas Advocates for the third year of a four-year Next Chapter Book Club project.

**MADE BY:** Gladys Cortez

**SECOND:** Lora Taylor

The motion **passed** unanimously. (August 2021 Meeting Materials, Tab 4)

## 7. **Grants Activities Reports**

Grants Management Director Willis discussed the Grants Monitoring Report that featured 39 active projects, one project started during the quarter, five projects that ended during the quarter as well as four projects that are in the final year of funding. Willis noted that one project extended its budget period due to COVID-19 complications and three projects will be considered for continuation funding at the November meeting.

Willis reviewed the Independent Audit Status Report noting no new reviews were submitted during the quarter but one updated audit from EPIC was submitted. Willis also reviewed the Risk Assessment report to note that start dates for each project were added and completed projects were removed. No projects are identified as high risk at this time. A new format of the Risk Assessment is in progress based on recommendations from internal audit activities and it will be presented at the November meeting.

**8. Texas Administrative Code Rule Review**

Executive Director Stalvey reported that the review schedule for Texas Administrative Code Title 40, Part 21, Chapter 876 which relates to General Provisions of the Council and Chapter 877 which relates to Grant Awards was posted in the Texas Register for a 30-day comment period and no comments were received. Stalvey reviewed proposed revisions to these chapters which include updates to references to the Public Information Act, current language of Request for Applications instead of Proposals, references to the TCDD Grants Manual, and clarification of the Confidentiality of Records.

**MOTION:** To recommend Council approval of posting suggested revisions to the Texas Administrative Code Title 40, Part 21, Chapter 876 which relates to General Provisions of the Council and Chapter 877 which relates to Grant Awards for public comment.

**MADE BY:** Lora Taylor

**SECOND:** Gladys Cortez

The motion **passed** unanimously.

**9. FY 2022 Memorandum of Understanding with Texas Education Agency**

Executive Director Stalvey presented the FY 2022 Memorandum of Understanding (MOU) with Texas Education Agency (TEA), noting that no revisions were proposed by either TCDD or TEA. The MOU delineates the roles and responsibilities of TEA as the designated state agency for TCDD.

**MOTION:** To recommend Council approval FY 2022 Memorandum of Understanding with Texas Education Agency.

**MADE BY:** Robert Schier III

**SECOND:** Lora Taylor

The motion **passed** unanimously.

**10. Chair's Report**

Chair Durham reported expected absences of:

- Kimberly Blackmon (Tuesday only)
- Scott McAvoy (Thursday only)

- Ronnie Browning (Friday only)
- Hunter Adkins (Friday only)
- Robert Schier III (Thursday only)
- Michael Peace
- Maverick Crawford
- Holly Riley (HHSC – Older Americans Act program)
- Dana Williamson (HHSC – Medicaid Program) will be replaced by Erica Brown as a non-voting representative of that program

It was announced that the Governor has reinstated all provisions of the Open Meetings Act beginning September 1, 2021. Council Business Manager Koren Vogel presented the results of a survey of members regarding their opinions on in-person meetings related to COVID-19. Committee members discussed safety measures and agreed to continue discussions with the entire Council.

#### 11. **Executive Director's Report**

Executive Director Stalvey reported that no speaker or event stipends were awarded during the quarter. She also reported vacancies in the Regional Coordinator positions in Dallas and Corpus Christi. Applications to fill these positions are under review with interviews to be conducted soon.

Stalvey discussed TCDD's participation in Partners for Inclusive Access, a collaborative entity of organizations focused on disability issues, with a primary focus at this time on COVID-19 vaccine accessibility. Activities have included the establishment of a hotline to field questions related to vaccines, surveys to assess needs such as mobile vaccination sites or homebound delivery of vaccines, and development of "peer ambassadors" to encourage vaccines. TCDD received \$335,774 provided by the Administration on Community Living (ACL) in partnership with the Centers for Disease Control and Prevention (CDC) to increase access to vaccines. One use of these funds will be stipends of up to \$15,000 for organizations to increase access to vaccines based on needs identified by that organization. These CDC funds must be used by September 30, 2022.

Stalvey reported that ACL has delayed the submission of annual reporting, but initial numbers of more than 8,700 individuals impacted by DD Council programs have been submitted. The narratives and full report will be due in early 2022.

#### 12. **Conflict of Interest Disclosure**

Committee members reviewed updated conflict of interest disclosure information for Council members and staff. No concerns were noted.

**13. Other Updates**

The next scheduled Executive Committee meeting will be held in conjunction with the Council meetings scheduled for November 3-5, 2021.

**14. Executive Session: Annual Review of Executive Director**

Chair Durham announced: The Executive Committee of the Texas Council for Developmental Disabilities will meet in closed session pursuant to Section 551.074 of Government Code related to Personnel Matters. A quorum of the Committee is present. The time is now 3:52 PM on August 3, 2021.

Executive Committee members conducted this meeting by audio conference call with only Committee members present.

Durham and all other members returned to the Zoom platform. She then reported: The time is now 4:43 PM on August 3, 2021. The Executive Committee did not take any action during its closed meeting discussion on personnel matters.

**Adjourn**

Chair Durham adjourned the Executive Committee at 4:44 PM.

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Beth Stalvey, Secretary to the Council    Date